

Northwestern Michigan College Job Description

Job Title: Summer Conference Front Desk Assistant-Student Employee
Department: Housing
Reports To: Associate Residence Life Supervisor
FLSA Status: Non-Exempt
Prepared By: Summer Rawlings, Associate Residence Life Supervisor
Prepared Date: March 18, 2003, Revised March 28, 2005, Revised March 19, 2007
Approved By: Bill Hendry
Approved Date: March 28, 2003

Summary

This person is the first point of contact for all visitors to the residence halls and is responsible for the front desk, checking in guests, collecting and recording of Summer Conference payments, and keeping the desk area clean.

Requirements

To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Daily:

- Checking in guests.
- Collecting, counting, and recording Summer Conference payments.
- Charging Housing deposits and fees to credit cards.
- Running reports from the credit card machine.
- Working in Microsoft Word and Excel.
- Keeping front desk area clean.
- Keeping track of all supplies.

Weekly:

- Writing reports on check-ins

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak before, effectively present information, and respond to questions in one-on-one and small group situations, including groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to count accurately.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Certificates, Licenses, Registrations

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.